



COMMUNITY EVENT APPLICATION

Community Development / Parks and Recreation Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6700 Fax: (509) 755 6713
Website: www.libertylakewa.gov

Community events are celebrations, fairs, festivals, marathons, tournaments, or other special events generally recognized by the community and advertised as such which are open to the public. Due to the coordination required for community events, the City may contact you to schedule a meeting after submittal of this application. Please complete and return this application with any required submittals at least 30 days prior to the proposed community event to allow for adequate processing time, review, and coordination.

This application will cover potential City of Liberty Lake permits required for a Community Event (Facility Use, Special Event, Temporary Use, Public Assembly, Right-of-Way, and Temporary Sign Permits). The applicant will be notified in writing of approval or disapproval. Any permit payment may be submitted in person or mailed to City Hall to the attention of Recreation Services. Additional permits may be required by Spokane County or Washington State.

Complete and return the Community Event Application and Required Submittals to:

City of Liberty Lake Recreation Services
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Fax: (509) 755-6713
Email: lcift@libertylakewa.gov

Application may be submitted in person, by fax, by email, or mailed to City Hall. A City staff member will contact you after your application has been received. If you have any questions about the application or review process, please call (509) 755-6726. *Acceptance of the application does not guarantee approval of the Community Event.*

CITY OF LIBERTY LAKE COMMUNITY EVENT APPLICATION PROCESS

Prior to application submittal, determine which facility best suits your needs.

Facility information can be viewed at <http://www.libertylakewa.gov/reservations/>
Call 509-755-6726 to check availability.

Requests shall be made at least 30 days prior to the proposed date of use and will be processed on a first come, first serve basis. City sponsored functions shall have priority over community requests for facility use.



If an event must be cancelled at any time during the review or permitting process, please contact the City for the current cancellation policy, 509-755-6726.



CITY OF LIBERTY LAKE
COMMUNITY EVENT APPLICATION

22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

For Office Use Only
Received
Permit Number

Applicant Name: *(must be 21+ years old)* Last: _____ First: _____

Company / Organization: _____

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____
☐ Mail ☐ Home Phone ☐ Work Phone ☐ Cell Phone ☐ Email
(Preferred method of contact)

Event Information

- 1. Will the event be open to the public? ☐ Yes ☐ No *(if no, please contact the City for further instruction)*
- 2. Proposed Event Name: _____
- 3. Proposed Event Description: _____

- 4. Proposed Event Date(s) & Time(s):
Event Setup Date: _____ Event Setup Time: _____ AM / PM to _____ AM / PM
Day #1 Date: _____ Day #1 Time: _____ AM / PM to _____ AM / PM
Day #2 Date: _____ Day #2 Time: _____ AM / PM to _____ AM / PM
Day #3 Date: _____ Day #3 Time: _____ AM / PM to _____ AM / PM
Day #4 Date: _____ Day #4 Time: _____ AM / PM to _____ AM / PM
Day #5 Date: _____ Day #5 Time: _____ AM / PM to _____ AM / PM
Event Dismantle Date: _____ Event Dismantle Time: _____ AM / PM to _____ AM / PM
Event Date Range, if applicable: _____
Event Time Range, if applicable: _____ AM / PM to _____ AM / PM

5. Proposed Event Activities (check all that apply):

<input type="checkbox"/> Parade	<input type="checkbox"/> Food	<input type="checkbox"/> Dancing
<input type="checkbox"/> Marathon / Triathlon	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Amplified Sound / Music
<input type="checkbox"/> Bike Race	<input type="checkbox"/> Vendor Booths (sale of goods or services)	<input type="checkbox"/> Car Show
<input type="checkbox"/> Walk / Relay	<input type="checkbox"/> Vendor Booths (display only)	<input type="checkbox"/> Historical Display
<input type="checkbox"/> Sports Tournament	<input type="checkbox"/> Inflatable Amusements	<input type="checkbox"/> Pet Activities
<input type="checkbox"/> Arts / Crafts Show	<input type="checkbox"/> Amusement Rides	<input type="checkbox"/> Other -
<input type="checkbox"/> Carnival	<input type="checkbox"/> Dunk Tank	<input type="checkbox"/> Other -
<input type="checkbox"/> Concert	<input type="checkbox"/> Live Performances	<input type="checkbox"/> Other -

6. Proposed Event Location:

☐ Private Property
(complete 6a - 6c below)

☐ Public Park, Facility, or Street
(complete 6d - 6e below)

Private Property Location

a.	Property Name (if applicable):	
b.	Property Address:	
c.	Property Owner Permission:	
		<i>Printed Name</i> <i>Signature</i>

Public Property Location

check all that apply

d.	<input type="checkbox"/> City Hall – Council Chambers (City functions only)	<input type="checkbox"/> City Hall – Little House
	<input type="checkbox"/> Liberty Lake Ball Field Baseball Diamond (#_____)	<input type="checkbox"/> Pavillion Park – Picnic Structure
	<input type="checkbox"/> Rocky Hill Park – Picnic Structure	<input type="checkbox"/> Pavillion Park – Sports Field (Field #_____)
	<input type="checkbox"/> Rocky Hill Park – Sports Field (Field #_____)	<input type="checkbox"/> Pavillion Park – Baseball Diamond
	<input type="checkbox"/> Trailhead Banquet Room – Trailhead Golf Course	<input type="checkbox"/> Other –
	<input type="checkbox"/> Rocky Hill Park - Parking Lot (*limited access)	<input type="checkbox"/> Pavillion Park - Parking Lot (*limited access)
	<i>* Handicap and emergency access must be maintained</i>	
	<input type="checkbox"/> Street Name (please include sidewalks & bike lanes, if applicable) –	
	<input type="checkbox"/> Street Name (please include sidewalks & bike lanes, if applicable) –	
	<input type="checkbox"/> Street Name (please include sidewalks & bike lanes, if applicable) –	
<input type="checkbox"/> Street Name (please include sidewalks & bike lanes, if applicable) –		
<input type="checkbox"/> Street Name (please include sidewalks & bike lanes, if applicable) –		
<input type="checkbox"/> Street Name (please include sidewalks & bike lanes, if applicable) –		
e.	City Administrator Permission:	
		<i>Printed Name</i> <i>Signature</i>

7. Proposed Event Details:

a. 501(c)(3) Nonprofit ID#: _____

b. Admission or fees collected for event? ☐ Yes ☐ No

c. Estimated # of People Per Day: _____ Estimated Staff / Volunteers / Vendors
+ _____ Estimated Visitors / Guests / Participants
= _____ Total Per Day x _____ Days = _____ Total Number

d. # of Portable Restrooms: _____ Regular _____ ADA _____ Propose to Utilize Facility Restrooms Only

e. Will private security be used? ☐ Yes ☐ No (If yes, please explain below)

#: _____ Volunteers / Staff _____ Hired _____ Uniforms? (vest, jacket, shirt, etc.)

f. Will safety personnel be used? ☐ Yes ☐ No (If yes, please explain below)

#: _____ Volunteers / Staff _____ Hired _____ Uniforms? (vest, jacket, shirt, etc.)

g. Will emergency medical personnel be used? ☐ Yes ☐ No (If yes, please explain below)

#: _____ Volunteers / Staff _____ Hired _____ Uniforms? (vest, jacket, shirt, etc.)

h. Do you need access to electricity? ☐ Yes ☐ No (Special arrangements must be made in advance w/ the City for electrical access on public property)

i. Do you need access to water? ☐ Yes ☐ No (Special arrangements must be made in advance w/ the City for water access on public property)

j. Will there be adequate parking on site? ☐ Yes ☐ No (If no, please explain below)

k. Will fencing of any type be used? ☐ Yes ☐ No (If yes, please explain below)

l. Will streets, sidewalks, or bike lanes be used? ☐ Yes ☐ No (If yes, please explain below)

m. Will mobile sales / concessions be available? ☐ Yes ☐ No (If yes, please list vendors/categories below)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(mobile sales / concessions must comply with City Zoning and Temporary Use Permit Standards)

Any vendors selling goods or services must be approved by the City. The City has the right to limit the number of vendors and types of products and services. The following products and services shall be prohibited and on-site enforcement of the prohibition shall be conducted by the Liberty Lake Police Department:

- | | |
|---|---|
| 1. Adult oriented merchandise or services | 6. Tobacco |
| 2. Alcohol | 7. Weapons |
| 3. Drug paraphernalia | 8. Similar products or services as listed above, as determined by the City Administrator / designee |
| 4. Hazardous materials | |
| 5. Illegal merchandise or services | |

n. Will event signage be used? ☐ Yes ☐ No (If yes, please explain below)
 (signage must comply with City Signage Standards)

- Proposed on-site sign location(s): _____

 Total Proposed #: _____ Proposed Size(s): _____
 Proposed Sign Description & Text: _____

- Proposed off-site / directional sign location(s): _____

 Total Proposed #: _____ Proposed Height & Size: _____
 Proposed Sign Description & Text: _____

o. If the event will occur at night, will any lighting be used? ☐ Yes ☐ No (If yes, please describe below)

p. Will any bleachers be used? ☐ Yes ☐ No (If yes, please describe below)

q. Will a stage be used? ☐ Yes ☐ No (If yes, please describe below)

r. Will any enclosed tents, structures, or trailers be used which the public will enter or utilize? ☐ Yes ☐ No (If yes, please explain below)

Is the structure(s) existing or temporary? ☐ Existing ☐ Temporary (please describe structure below)

Describe the interior use of the structure(s) - check and describe all that apply:
☐ Seating ☐ Booths / Displays ☐ Performance ☐ Cooking ☐ Other - _____

Size: _____ Height: _____ # of Exits: _____

Will the structure(s) utilize a temporary heating source? ☐ Yes ☐ No (If yes, please describe below)

Will any propane or other combustible fuel sources be used for heating, cooking, etc.? ☐ Yes ☐ No (If yes, please describe below)

Will fire extinguishers be provided? ☐ Yes ☐ No (If yes, please answer below)
 Proposed #: _____ Proposed Location(s): _____

Provide a plan / map which identifies the following:

- ☐ Exit location(s) ☐ Crowd control methods ☐ Fire extinguisher location(s)
- ☐ Interior layout & dimensions (booth locations, seating locations, uses, aisle widths, etc.)

8. Additional Information:

- a. Will alcohol be served at the event? ☐ Yes ☐ No *(If yes, a Banquet Permit may be required. To obtain a permit, contact the WA State Liquor Control Board, 360-664-1600 or <http://www.liq.wa.gov/licensing/banquet-permits>)*
- b. Will food be cooked or served during the event? ☐ Yes ☐ No *(If yes, a Temporary Food Establishment or Food & Beverage Worker Permit may be required. To obtain a permit, contact the Spokane Regional Health District, 509-324-1560, ext. 2 or <http://www.srhd.org/services/foodsafety.asp>)*

9. Proposed Event Map / Site Plan:

(Submit an event map and/or site plan which includes the following, as applicable. Utilization of aerial images with information noted is recommended.)

- ☐ Scale of drawing & North arrow
- ☐ Site area showing property boundaries & dimensions
- ☐ Width and name of street(s) adjacent to the site
- ☐ Existing building location(s)
- ☐ Parking area(s) / space(s) / driveway(s)
- ☐ Proposed fencing location(s)
- ☐ Proposed bleacher location(s)
- ☐ Proposed stage location(s)
- ☐ Proposed lighting location(s)
- ☐ Proposed location of temporary buildings, structures, trailers, tents, etc. (including exterior decks/balconies) showing dimensions, distance to property boundaries / existing site features, and exits
- ☐ Proposed route for parades, marathons, triathlons, races, etc.
- ☐ Proposed activity locations (booths, amusements, rides, displays, etc. w/ dimensions)
- ☐ Other information as requested or that will assist in describing the proposed event

10. Traffic Control Plan - required if event is proposed to utilize any streets, sidewalks, or bike lanes:

(Signs, barricades, and traffic control shall strictly conform to provisions of "The Manual on Uniform Traffic Control Devices for Streets and Highways." Submit a traffic control plan which includes the following)

- ☐ Scale of drawing & North arrow
- ☐ Position and location of event
- ☐ Width and names of streets (include sidewalks and bike lanes, if applicable)
- ☐ Location and method of traffic, bike, and pedestrian control (barriers, cones, signage, detours, etc.)
- ☐ Dates and hours of closures / restrictions

11. Certificate of Insurance - required if event is proposed to utilize any City facilities or right-of-way:

The City of Liberty Lake requires insurance for all events, except display booths, and satisfactory to the City of Liberty Lake. Applicant must, at a minimum, meet the following conditions:

- Provide a certificate of insurance showing evidence of General Liability insurance for bodily injury, property damage, and personal injury on a per occurrence basis which lists the City of Liberty Lake as additional insured.
- Policy limit must be a combined single limit of one million dollars (\$1,000,000.00) per occurrence.
- Liquor legal must be included in the policy for events where alcohol will be present.

12. Impact Mitigation Plan:

- Description of your plans to notify (at least 2 weeks in advance), affected businesses and citizens about the event including notices through local publication and other media, direct mail announcements, neighborhood postings or door-to-door notices. Notices should reflect the type of event and activities, as well as the day(s), date(s), time(s), and site(s) affected. Detours and alternate routes for transportation should also be included.

13. Clean Up Plan - required if event is proposed to utilize any City facilities or right-of-way:

- Event organizers are responsible for ensuring all City facilities / right-of-way are cleaned up and returned to pre-event condition. The Clean Up Plan is a written description of how clean up will be conducted, who will be assisting, etc. to ensure adequate time is allotted between reservations and events.

Community Event Application Acknowledgements:

The City of Liberty Lake requires that any damage to municipal facilities or property shall be promptly repaired at the applicant's expense. Applicants must clean up after the event or group and not damage the facility or park. Any damage or excess clean up shall be billed to the applicant. If upon arrival, applicant identifies a problem with a facility or City property, please contact City staff at (509) 385-4276. Also, to report facility or property damage, immediately contact the City at (509) 755-6700 with a detailed explanation of the damage and a contact name and telephone number. For reservation related issues, please contact City staff at (509) 755-6726.

In consideration of the granting of permit(s) for a Community Event, it is agreed by the applicant that the City of Liberty Lake and any officer or employee thereof shall be saved harmless by the applicant from any liability of responsibility for any accident, loss, or damage to persons or property, happening or occurring as the proximate result of any of the activities undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that any of said liabilities are hereby assumed by the applicant. Community events may require inspection to ensure the activities comply with City Code. All rules and regulations pertaining to public assemblies must be followed including regulations pertaining to exits, decorations, flammable items, etc. Inspections conducted by the City of Liberty Lake will be conducted prior to and anytime during a public assembly or as needed to check for compliance with public assembly regulations. Signs, barricades, and traffic control during all activities shall be performed in strict compliance with the Manual of Uniform Traffic Control Devices (MUTCD). The applicant/petitioner designated herein as the "Grantee", or any successors and assigns, shall have the right and authority to enter upon the right of way of the City road, street, alley, public place, or structure as indicated, for the purpose applied for, and approved by the City of Liberty Lake. Prior to the start of the event, the location, activity, safeguarding of public traffic during or after event, mode of operation, and manner of maintenance of project petitioned for shall be approved by the City and shall be subject to the inspection of the City so as to assure proper compliance with the terms of a right-of-way permit. If necessary, Grantee shall pay to the City all costs and expenses incurred in the examination, inspection, and supervision on account of the granting of a right-of-way permit. Grantee shall leave all roads, streets, alleys, public places, and structures after event, in as good and safe a condition in all respects as same were in before commencement of the event. In case of any damage to any roads, streets, public places, structures, or public property of any kind on account of said work by Grantee, Grantee shall immediately repair said damage at Grantee's sole cost and expense. The City or designated agents or representatives, may perform, order, or have performed any and all work considered necessary to restore to a safe condition any street, alley, public place, or structure which is in a condition dangerous to a life or property resulting from the Grantee's event as permitted herein, and upon demand the Grantee(s) shall pay to the City all costs of such work and material. This grant or privilege shall not prohibit the City from granting other permits, nor shall it prevent the City from using any of its roads, streets, public places for any and all public use, or affect its jurisdiction over all or any part of them. All the provisions, conditions, regulations, and requirements herein contained shall be binding upon the successors and assigns of Grantee and all privileges of Grantee shall inure to such successors and assigns as if they were specifically mentioned. The City may revoke, annul, or terminate a permit if Grantee fails to comply with any or all of its provisions, requirements, or regulations as herein set forth or through willful or unreasonable neglect, fails to heed or comply with notices given Grantee or if the activity herein permitted is not installed or operated and maintained in conformity herewith, or at all. The City of Liberty Lake may at any time, change, amend, modify, amplify, or terminate any of the conditions herein enumerated so as to conform to Washington law or any City regulation pertaining to the public welfare, safety, health, or highway regulations as are now or may hereinafter be enacted, adopted, or amended, etc. The City may terminate a permit if Grantee fails to comply with any such changes. Grantee by accepting a permit(s) agrees to notify and check with all affected parties before commencing an event, together with private property owners when such property is liable to injury or damage through the performance of activities and Grantee shall make all necessary arrangements relative to the protection of such property. In accepting a permit Grantee, or any successors and assigns, agree to indemnify and save harmless the City from all claims, actions, or damages of any kind and description which may accrue to or be suffered by any person or persons, corporation or property by reason of the performance of any such work, character of materials used or manner of installation, maintenance and operation or by the improper occupancy of right of way or public place or public structure, and in case any such suit or action is brought against said City for damages or injuries arising out of or by reason of any of the above causes, Grantee, or any successors or assigns, shall upon notice to Grantee or said successors or assigns, or commencement of such action, defend the City, its officers, agents, and employees at Grantee's sole cost and expense and shall fully satisfy any and all judgment(s) after said suit or action shall have finally been determined, if adverse to the City.

All Grantee(s), or representatives of Grantee(s), shall be at least 21 years of age or older and present during the event. The person signing the request form on behalf of Grantee shall be considered the responsible party for post event clean up and in case of damage, injury, theft, or disturbance during facility use. All minors must have adequate adult supervision. Only those facilities specified shall be available for use on the day of the event. Any exceptions to this policy shall be approved by the City Administrator. Compliance with applicable ordinances, taxes, and laws is the responsibility of Grantee. A Spokane Regional Health District permit may be required if food will be cooked or served, a Banquet Permit may be required if alcohol will be served at the event, and a current City of Liberty Lake Business License may be required for selling products/services for profit at the event.

CITY OF LIBERTY LAKE (2016)

Fees will be collected upon issuance of permit(s) and reservation(s) applicable to the Community Event. The applicant will be responsible for any review and inspection fees incurred by the City upon submittal of a Community Event application and shall comply with City cancellation, administration, and refund policies.

EVENT FEES & RATES	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	State Certified 501(c)(3) Nonprofit
Outdoor Facility Reservation Fees:			
Liberty Lake Ball Fields On CV Property	\$15 per hour, per field Prep every other game \$450/day tournament fee	\$15 per hour, per field Prep every other game \$450/day tournament fee	\$15 per hour, per field Prep every other game \$450/day tournament fee
Pavillion Park Picnic Shelter	\$35 per hour	\$25 per hour	\$25 Reservation Fee Per Day
Rocky Hill Park Picnic Shelter	\$25 per hour	\$15 per hour	\$25 Reservation Fee Per Day
Pavillion Park Sports Field (Each Field)	\$10 per hour	\$10 per hour	\$25 Reservation Fee Per Day
Rocky Hill Sports Field (Each Field)	\$10 per hour	\$10 per hour	\$25 Reservation Fee Per Day
Add-on fee for events with >100 people	\$250	\$250	\$250
Water Fee for Dunk Tank Usage	\$50.00		
EVENT FEES & RATES	Weekend Rate Friday - Sunday	Weekday Rate Monday - Thursday	State Certified 501(c)(3) Nonprofit
Indoor Facility Reservation Fees:			
Little House	\$25 per hour	\$15 per hour	\$25 Reservation Fee Per Day
Trailhead Banquet Room	\$25 per hour	\$15 per hour	\$25 Reservation Fee Per Day
EVENT PERMIT FEES	Permit Fee	Additional Fees or Rates, if applicable	
Special Event Permit	Included w/ Reservation and Booth Fees		
Public Assembly Permit	\$50.00	Inspections Outside Normal Working Hours = \$75.00 / hour	
Right-of-Way Permit	\$50.00	Inspections Outside Normal Working Hours = \$75.00 / hour	
Temporary Use Permits (mobile sales / concessions)	\$75.00 City property Non-Profits may apply for a fee waiver	Non-Profits may apply for a fee waiver and shall be reviewed on a case by case basis. Display booths and other non-sales related booths (i.e. food / drink samples, art displays, free raffles, etc.) at Community Events shall be exempt from a Temporary Use Permit and fee provided the Display Booth is approved through a Special Event Permit with the City.	
Temporary Sign Permit	No Charge		
Investigation Fee (additional charge assessed when work is started without a permit)= 100% of Permit Fee Non-profit Liberty Lake Community Service Organizations (i.e. Kiwanis, Rotary, etc.) shall receive preference for being granted an exclusive Mobiles Sales / Concessions Temporary Use Permit for community events on City property.			
* Booth fees for City events are established on a case by case basis based on event budget and donations. * For 2016, the addition of a flat rate, garbage removal and restroom cleaning fee of \$25.00 has been implemented for all non- profits organizations requesting a Facility Use Reservation for Pavillion Park or Rocky Hill Park. 			

Applicant has reviewed the City of Liberty Lake Facility Use, Special Event Permit, Temporary Use Permit, Temporary Sign Permit, Public Assembly Permit, and Right-of-Way Permit Policies, as well as Ordinances 115 and 142, as applicable, and agrees to abide by the terms listed therein. Applicant assumes all responsibility and liability for any and all losses, damages and claims arising out of or for injuries or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify, defend, and hold harmless the City, agents, and employees from any and all such losses, damages and claims. Applicant is responsible for all costs associated with post event clean up or any damages to the facility which shall be billed to applicant. Applicant agrees to clean up after the event and not damage the park or facility. Applicant agrees to provide any required permit application information and submittals to the City at least thirty (30) days prior to the event, and post any required permits at the event. Applicant hereby makes application to the City of Liberty Lake for a Community Event and certifies the information given in this application and supporting material is correct. Applicant has read and agrees to comply with the Community Event Application Acknowledgements contained within this application. Applicant further agrees to abide by the requirements and conditions of any City permits issued for the event. The applicant agrees to indemnify, defend, and save harmless the City, or its officers, agents, employees, from any and all damages or injuries arising out or due to the applicant's event or the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damages or injuries result from the sole negligence of the City, or its officers, agents, or employees.

Signature of applicant: _____

Date: _____

For Office Use Only:

Date Received: _____

Received By: _____

Is a City Facility Reservation Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Special Event Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Temporary Use Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Public Assembly Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Right-of-Way Permit Required?	Yes	No	Maybe	Reviewed By: _____
Is a City Temporary Sign Permit Required?	Yes	No	Maybe	Reviewed By: _____
Have all required items been submitted?	Yes	No		

Needed Items:

Does the proposed event need to be modified in any way? Yes No

Modifications:

Possible Conditions:

- Compliance with applicable Ordinances, Taxes, and Laws is the responsibility of the applicant. A Spokane Regional Health District (SRHD) Permit may be required if food will be cooked or served and vendors should contact SRHD about current requirements.

☐ EVENT APPROVED ☐ EVENT APPROVED W/ CONDITIONS ☐ EVENT DENIED -

City Staff Signature: _____

Date: _____

TOTAL PAYMENT AMOUNT \$ _____

PERMIT(S) ISSUANCE DATE: _____